

Gen. Report 9-3
Statistics -
Record Keeping

31 December 1964

Annual Cost (Space, Equipment, Filing and Reference) To Keep One Piece of Paper in Office and in Records Center Storage

(Based on 16,000 pieces of paper per 4 drawer cabinet, or 2,000 pieces per cu. ft. of records)

<u>Source of Information</u>	<u>Office Costs</u>	<u>Records Center Costs</u>
1. National Records Management Council (1957)	3¢	3/100¢
2. Pacific Telephone Company	3 1/10¢	3/100¢
3. Leahy & Company, Management Consultants (1953)	2¢	1/10¢
4. Records Engineering, Inc., Management Consultants (1954)	2 1/10¢	2/100¢
5. Second Hoover Commission (1955)	3 1/10¢	3/100¢
6. American Management Association (1953)	2¢	-----
7. Remington Rand (1956)	2 1/10¢	-----
8. Agency Experience (FY 1964)	2 8/10¢	1/10¢